

PROFILE

A passionate and ambitious graduate seeking to secure a graduate position, accounting, and finance preferably, or similar opportunities to utilize my skills and knowledge and help me further develop my skills in a practical and fast-paced environment. My goal is to assume a role which allows me to take responsibility for the analysis and interpretation of commercial data for a well-respected and market leading company.

CONTACT

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ACHIEVEMENTS/TRAININGS

Declared Top RM countrywide in Oct 2020 and Dec 2020 PAMs.

Received Certificate of achievement on being Top RM in H1 2020.

Promoted to Relationship Manager position at UBL in July 2019.

Been to Malaysia for R&R training whilst working for CHIP Training & Consulting Pvt Ltd in Sep 2016.

Worked as News Anchor at Roze News in 2013.

Trained as a News Anchor. at Verite Media House, Islamabad in 2014

KHURRAM SHAKEEL MALIK

WORK EXPERIENCE

Relationship Manager **United Bank Limited, Rawalpindi**

July 2019 – Apr 2021

Providing excellent service to customers ensuring that they are happy and satisfied. Assisting customers in accounts opening, maintaining deposits, bancassurance, Autos, Loans and Credit Card applications. Ensuring that the customer information is up to date on system.

PB Cross Cell **United Bank Limited, Rawalpindi**

Oct 2018 – Jun 2019

Customer dealing and maintaining healthy relationships while convincing them to register for the products on offer including Credit Cards, Cars and Loans.

Project Officer Punjab **CHIP Training & Consulting Pvt Ltd**

Aug 2016 - Jan 2017

Managing all COMNet field staff of Punjab, conducting Refresher and Induction Trainings of Staff, Coordination with UNICEF officials on smooth working of COMNet Project, Make monthly and weekly reports of Staff activities, Visited Malaysia on R& R Training organized by the Company.

HR Associate **CHIP Training & Consulting Pvt Ltd, Islamabad**

Jan 2015 - July 2016

created contracts and conducted interviews for new staff, generated different reports as needed, created all disciplinary action letters, facilitated hiring of new staff & conducted trainings, ensured that the staff files are up to date, worked in HRIS, visited different locations across the country to hire best field staff.

Teacher **The Educators, Chakwal**

Apr 2009 - Apr 2013

Taught Social Studies to junior and middle level classes, Maintained the discipline in the class. Conducted assessments to ensure that students were well prepared, and their performance was up to the mark as set by the institute.

HOBBIES

Travelling
Reading
Exercising
Meeting new people
Spending time with friends

SKILLS

Can Handle Pressure
Team Work
Time Management
Conflict Resolution
Self Motivation
Decision Making
Adaptability
Motivational Speaker

References on request

Reporter

ARY Television, Islamabad

Sep 2007 – Aug 2009

Prepared several reports on social and political issues, voiced over for different documentaries, facilitated script writing, ticker writing and research.

EDUCATION

National University of Modern Languages, H-9 Islamabad

(2007, 1st Division)

Master's in mass communication

Prepared a documentary about development in Federal Capital Fort during master's in mass communication and managed to achieve second position.

Punjab University, Lahore

(2005, 1st Division)

BA in Political Science and Journalism

Federal Board of Intermediate and Secondary Education, Islamabad

(2001, 2nd Division)

Intermediate HSSC